

Forsyth Township Public Library  
**Circulation Policy**

**A. Registration**

All borrowers must be registered and must have a valid patron card to borrow library materials. Patrons must be at least 5 years old\* to fill out an application form to register for a library card. Our service area includes the residents of Forsyth Township.

Applicants under 18 years of age must have a parent or guardian give their consent on the registration card before a new card can be issued. Parents are responsible for the items that their children check out.

**B. Lost Cards**

All patrons are required to present their library cards when they intend to check out items, renew items, place staff-assisted holds or to use the public computers.

Library items that have been placed on hold by a patron must be checked out to that patron's account only. If you send another individual to pick up your library items, that person must present your library card. Library staff assume that any person in possession of your library card has permission to use your library card for circulation purposes. If you suspect your card is being used without your permission, please report your suspicions to Library staff.

Library cards are non-transferable when using public computers (please see Computer Use & Internet Policy).

If a card is lost, there will be a \$3.00 replacement fee.

**C. Loan Periods**

1. For books, audiobooks on CD, and non-current periodicals there is a three-week loan period.
2. The loan period for DVDs is one week.
3. Reference books do not circulate. Upon request, some reference materials may be checked out overnight.
4. Loans on new materials are not renewable; however, all others may be renewed provided they have not been requested by another patron. Renewals can be made in person, by phone, or online.
5. Interlibrary loans (ILL) are due the date indicated.
6. Current issues of periodicals do not circulate.

The library director may establish the loan period for special collections and materials which are temporarily in great demand, such as for student projects, or materials added to the collection which are in a new format.

If a class or group of people is using materials in one particular subject area, the library staff may suggest a limit on how many items are checked out by one individual.

There is a total limit of 50 items a patron/family can have checked out at one time, with these exceptions:

1. Two items when a patron first registers and receives a library card, to establish good standing\*.
2. If a patron or a minor in the family has overdue books, or an overdue bill.
3. If a patron or a minor in the family has been consistently delinquent in returning materials, he/she will have limited checkout privileges until good standing\* is regained.

The total may include up to 6 DVDs per family, 6 Audio Books, and 6 periodicals. Only adults can check out DVDs.

Interlibrary loan is a service for library patrons in good standing\*. Patrons are responsible for all lost or damaged materials and are required to pay all fines and fees assessed by the lending library.

#### **D. Reserves**

Reserves may be placed by patrons either in person, over the phone, or on the Internet. Patrons will be notified by telephone and/or email when the materials are available. Email service is available to patrons with an email address on record. There is no charge for placing a reserve. Materials must be picked up in five business days, or they will be returned to the lending library.

#### **E. Fines and Charges**

On the 15<sup>th</sup> day past the due date, overdue fines accrue at a rate of .25 per item per day.

An overdue notification is emailed 7 days past the due date. If no email address is provided library staff will call to alert the patron of overdue items. A bill for the unreturned items is mailed 30 days past the due date for the cost of replacement plus a processing fee for each item. If the items are returned undamaged, the amount owed is reduced to the overdue portion (number of days' late x .25).

Patrons, who have been notified for either their own materials or for a minor's materials being overdue, will be denied library privileges until materials are returned or paid for. In the case of a minor, library privileges will be denied both the minor and his/her parents until fees are paid. Non-payment of fees is considered a misdemeanor.

Patrons who have fees of \$1.00 or more will be denied library privileges. Parents of a minor who owes \$1.00 or more will also be denied library privileges.

If a patron returns materials that are deemed damaged by library staff, the patron must pay for their replacement or repair, as necessary.

The Forsyth Township Public Library (FTPL) will not accept replacement items or comparable replacement items unless the exchange is approved in advance by the library director.

## **G. Confidentiality**

The Forsyth Township Public Library adheres to the American Library Association Code of Ethics regarding the protection of the confidentiality of its users.

\*A library patron in good standing returns library materials in a timely fashion and in good condition and has no outstanding library fines or bills.

Adopted December 14, 2022